

**JOB DESCRIPTION
WATER AND SEWER DEPARTMENT
FIXED ASSETS COORDINATOR**

1. JOB TITLE: FIXED ASSETS COORDINATOR

- 2. DEFINITION:** This is a staff position responsible for keeping accurate records of Department assets. This employee is directly responsible to the Accountant. All employees are responsible to Director and to the City Manager. This position is classified as Non-Exempt for purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety sensitive, the employee will be subject to post accident, reasonable suspicion, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. This position requires the use of personal computers, network computers, typewriters, 10-key calculators, facsimile machines, photocopiers, postage machine, multi-line telephone system, and miscellaneous office equipment and accessories customarily used in an office environment.
- b. The job location is in the administrative offices of the Water and Sewer Department. All City facilities and vehicles are smoke-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Maintains and reconciles fixed asset records and coordinates fixed asset inventory with all departments. Prepares and reviews documents of original entry into the assets inventory.
- b. Provides accurate data for external audits using the network computer.
- c. Assists accountant as required.
- d. Assists in gathering information for budget preparation using the network computer.
- e. Analyzes general accounts in the accounting system and makes adjustments and corrections as needed.
- f. Performs general office duties such as filing, typing, and photocopying.
- g. Sits, stands, stoops, and walks intermittently.
- h. Generates related reports from network computer based software.
- i. Posts daily cash reports on network computer and maintains daily cash count.
- j. Maintains check records and prepares bank reconciliations on the network computer.
- k. Prepares and mails miscellaneous accounts receivable invoices.
- l. Maintains and prepares detail journals using a personal computer.

- m. Inventories and orders office supplies.
- n. Maintains accounting record archives using a personal computer.
- o. Posts all routine journal and general ledger entries on network computer.
- p. Accumulates, verifies and files federal forms 1096, 1099-Misc. and 1099-S for the department as required by law.
- q. Prepares audit related correspondence.
- r. Calculates for accuracy and posts the interest received on all certificates of deposit.
- s. Maintains detailed investment schedules, adds new CD purchases, deletes matured CD's and generates all related reports on network computer.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- a. High school diploma or equivalent required.
- b. Two (2) years prior experience working with accounting responsibilities in a business or governmental environment preferred.
- c. Be at least 21 years of age.
- d. Must have legal authorization to work in the United States of America.
- e. Not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any federal or state laws or City ordinance relating to force, violence, theft, dishonesty, gambling or controlled substances.
- f. Must have the ability to be bonded.
- g. Have a good reputation for and ability to maintain confidentiality.
- h. Ability to report for work and perform job responsibilities independently and in a timely manner in order to meet scheduled deadlines.
- i. Ability to perform the duties of the position for an entire workday.
- j. Must have the ability to use standard workplace computers, Microsoft Word and Excel.
- k. Ability to perform occasional overtime.
- l. Must be able to perform duties of job in comparable time to other employees.
- m. Must possess ability to communicate effectively, orally and in writing, with the public, elected officials, department heads, and other employees of the city.
- n. Must possess the temperament, good judgment and human relations skills to effectively deal with the public and/or City employees, some of whom may be irate or unreasonable.

Non-Safety Sensitive

Non-Exempt
November 24, 2003